

Overview

Site improvements receiving Minnesota Housing Finance Agency (Minnesota Housing) funding often require architecture services. The Architect's Guide provides assistance to Architects and Owners (Developer/Borrower) in understanding when architecture services are required and role Architects have in the Minnesota Housing development process.

The Minnesota Housing development process in general follows that adopted by the American Institute of Architects (AIA) set forth in the AIA Architect's Handbook of Professional Practice. The development process consists of the following phases: Formal Application, Selection, Intake Meeting, Determining Feasibility, Loan Commitment, Loan Closing, Construction Phase, End of Construction, and Warranty Period.

Factors that may have an impact on the development process include:

- Minnesota Housing Construction Loan vs. End Loan.
- Minnesota Housing acting as non-Lead Lender vs. Lead-Lender.

In addition, this guide contains information regarding compensation for professional services and describes requirements associated with architectural services, professional liability insurance, and Owner-Architect agreement.

If architecture services are required to complete proposed site improvements, Architect and Owner shall become familiar with all of the information contained and/or referenced in this guide prior to submitting formal application request for funding, or executing Owner-Architect agreement.

Any submittals sent or delivered to Minnesota Housing shall be accompanied with a transmittal-letter indicating name of development, date, enclosed materials, and action requested. All submittals shall be sent to the attention of the Minnesota Housing, Housing Development Officer assigned to the development.